

## Section 4.2 Correspondence with Grants Admin

We got a DUNS number a few weeks back for another federal grant, so will dig out and forward tomorrow. I am able to open the key contacts & debarment certificates in WORD (although created it appears in Word Perfect). However, the pre-award certificate says it is corrupt and won't totally convert -- only get the name of some lady at the top of it. I either need this to be resent to me to try again, transmitted in PDF, or faxed to (907) 443-2601.

Thanks,

John

-----Original Message-----

From: Morales.Susan@epamail.epa.gov  
[mailto:Morales.Susan@epamail.epa.gov]  
Sent: Monday, October 20, 2003 4:26 PM  
To: johnh@njus.org  
Subject: NOME Application requires DUNS, Certification, and Key Contact

John, this message below is from our Grant's Unit. For all applications received after Sept. 30 there is a new requirement that the applicant submit a Dun and Bradstreet number. If you do not already have one the instructions are below. Also, she is requesting a couple of other forms be submitted, which are also attached. Let me know if you have trouble viewing them. thanks, susan  
----- Forwarded by Susan Morales/R10/USEPA/US on 10/20/2003 05:20 PM  
-----

Kathy Tsing

Morales/R10/USEPA/US@EPA

10/14/2003 02:26

PM

Application  
requires DUNS, Certification, and

To: Susan

cc:

Subject: NOME

Key Contact

Susan - please forward this message to John to request

1. DUN #
2. Debarment & Suspension Certification
3. Pre-Award Certification
4. Key Contact.

Thank you. =====  
Dear John Handeland:

The EPA Grants Administration Unit received your Application for Federal Assistance, dated 10/07/2003. The application is for \$193,692 Federal and \$192,831 Non-Federal for the Brownfields program.

In order to process the application, we need to have your Dun & Bradstreet Data Universal Number ("DUNS number"). I have included below some information on this new requirement that will help you if you do not currently have a DUNS number. When you obtain your DUNS number, please provide the number to me by return email or phone, so that I can continue processing your application.

Information for Applicants on New Requirement for DUNS Number

The Federal Register Notice, published June 27, 2003, provided notice of the Final Policy Issuance, establishing the requirement that applications for assistance agreements include a Dun & Bradstreet Data Universal Numbering System (DUN) number. Every application for a new award or renewal of an award, submitted on or after October 1, 2003, must include a DUNS number for the applicant. Agencies may not grant exemptions from the policy; requests for exemptions must go to OMB. The DUN number will supplement other identifiers such as tax id numbers.

Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711. The DUNS number is provided the same day and it is active the following day.

There is also a website where an organization can get a DUNS number: [www.dnb.com](http://www.dnb.com). This takes 30 business days and there is no cost unless the organization requests expedited (1-day) processing. Then the fee is \$40.



Applicants can obtain further information on this topic by reading the attached Federal Register Notice (pdf file).

(See attached file: DUNS final policy Fed Reg.pdf)

IN ADDITION, your application is missing the require certification

(Debarment & Suspension Cert & Pre-Award Cert):

(See attached file: ai-key-contacts-list.wpd) (See attached file:

am-preaward-cert.wpd) (See attached file: ak-debarment-cert.wpd)

Please also fill out the Key Contact form.  
Thank you,

Kathy Tsing  
Grants Specialist  
206-553-4688  
FAX: 206-553-4957  
tsing.kathy@epa.gov

OPTIONAL FORM 99 (7-90)

DATE: 10/5/2004

FAX TRANSMITTAL

# of pages 4



To: Deb Burgess	From: Kathy Tsing
Dapt./Agency	Phone # (206) 553-4688
Fax # (206) 753-8080	Fax # (206) 553-4957
NSM 7540-01-317-7368	5099-101 GENERAL SERVICES ADMINISTRATION

ICY

New 42

**ATTN: EPA Assistance Agreement recipients - Finance Offices**  
**NEW EFT PAYMENT AND ENROLLMENT FORMS**

EPA Region 10 has a convenient Electronic Fund Transfer (EFT) system for assistance agreement payments. This letter provides information for those recipients already using EPA's EFT system and those not yet enrolled.

☐ **Recipients Currently Using EPA's Internal EFT System:**

1. Effective immediately, use the attached "Payment Request - Electronic Funds Transfer (EFT)" form. It replaces all other forms currently used to request payment (ACH, SF270, etc.).
2. Update the attached "Approving Official Authorization for EFT Payment Requests" form if the individual(s) authorized to approve payments for your organization have changed.

☐ **Recipients Not Enrolled in EFT (Paid now by Treasury Check):**

1. Advantages to enrolling now:
  - ✓ Easy enrollment
  - ✓ Simple payment request form
  - ✓ Quick payment receipt (3-5 business days versus 15-30)
  - ✓ No lost checks or mail delays
2. To enroll, complete the following 2 forms(attached):
  - Enrollment Form - EFT
  - Approving Official Authorization for EFT Payment Requests
3. Upon completion, mail or fax the forms as soon as possible to:
 

ATTN: Dennis Thurston  
 EPA Region 10, Finance Unit  
 1200 Sixth Ave., OMP-146  
 Seattle, WA 98101  
 FAX#: (206) 553-6525
4. EPA will then set you up for EFT. You should start using the enclosed EFT Payment Request form immediately after enrolling.

Note: Under EFT, you also have the option of using Department of Treasury's Automated Standard Application Payment (ASAP) system instead. Questions about ASAP should be directed to Dennis Thurston at (206) 553-2918. If unable to enroll in either ASAP or EPA's internal EFT system, you must continue to submit Standard Forms 270 and receive payments by Treasury Check.

If you have questions about the information in this letter, call the Grant Specialist listed on your Assistance Agreement(s) with EPA, Region 10.

**EPA REGION 10**  
**ENROLLMENT FORM - ELECTRONIC FUNDS TRANSFER (EFT)**

The following information will be used by EPA Region 10 to enroll the assistance recipient in the Electronic Funds Transfer system. This will allow assistance payments to be electronically transferred to the recipient's financial institution.

The assistance recipient must complete the following:

<b>RECIPIENT INFORMATION</b>	
Name:	EIN:
Address:	
Contact Person:	Phone:

The recipient must also complete the following information. Please verify the Routing Transit Number with your financial institution. You will need to obtain the Signature, Title, and phone number of your financial institution representative (the last block below).

<b>FINANCIAL INSTITUTION INFORMATION</b>	
Name:	
Address:	
Nine-Digit Routing Transit Number: _____	
Depositor (Recipient's) Account Number:	
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Lockbox	
Signature and Title of Financial Institution Representative:	Telephone Number of Financial Institution:

After completing this form send to Dennis Thurston at fax number 206-553-6525; or mail to: U. S. EPA, 1200 6<sup>th</sup> Ave., OMP-146, Seattle, WA 98101. For questions concerning this form, please call Dennis Thurston at (206) 553-2918.



**EPA REGION 10**  
**APPROVING OFFICIAL AUTHORIZATION for EFT PAYMENT REQUESTS**

Use this form to notify EPA Region 10 of individuals within your organization who are authorized to approve electronic funds transfer (EFT) payment requests on assistance agreements. All EFT payment requests submitted to EPA Region 10 must be signed by either the Authorizing Official (the individual authorized to enter into assistance agreements or designee) or one of the listed approving officials. Provide this form to EPA Region 10 when you initially enroll in EFT and when the approving officials on the list change.

Please fill in the information below, then send this form to Dennis Thurston at fax number 206-553-6525, or mail to: U. S. EPA, 1200 6<sup>th</sup> Ave., OMP-146, Seattle, WA 98101. For questions concerning this form, please call Dennis Thurston at (206) 553-2918.

<b>RECIPIENT INFORMATION</b>	
Name:	
Address:	
Contact Person:	Phone:
E-Mail:	Fax:

**APPROVING OFFICIALS:** Include here the name(s) and signature(s) of individuals authorized to approve and sign EFT payment requests. If needed, additional approving officials may be shown on an attached sheet of paper.

<u>Signature</u>	<u>Printed Name</u>	<u>Title</u>

I certify that the approving officials whose signatures appear above are authorized to approve EFT payment requests for assistance agreements provided by EPA Region 10:

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EPA REGION 10, SEATTLE, WA  
PAYMENT REQUEST - ELECTRONIC FUNDS TRANSFER (EFT)**

***FAX this completed form to EPA Region 10, Finance Unit, at 206-553-6525.***

Recipient Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Recipient's Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

<u>ASSISTANCE ID NUMBER</u>	<u>DCN</u>	<u>SITE/PROJECT</u>	<u>AMOUNT REQUESTED</u>
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
5. _____	_____	_____	\$ _____
6. _____	_____	_____	\$ _____

\_\_\_\_\_  
Recipient's Approving Official Signature

**INSTRUCTIONS/INFORMATION:**

1. Use this form for requesting payments for multiple assistance agreements provided by EPA Region 10. Fill in one row above for each agreement for which you are requesting a payment. The Assistance ID Number is located near the top of page 1 of the assistance agreement. The DCN can be found on page 2, Fiscal section, of the agreement. The Site/Project is only applicable for agreements that include separate sites, projects, or activities such as LUST or Superfund. The Site/Project information can be found under the Fiscal section or in the programmatic conditions of the assistance agreement.
2. Requests of \$1 million or more will be divided into 2 or more deposits.
3. If you do not have FAX capability, you may mail this form to: EPA Region 10, Finance Unit, OMP-146, 1200 Sixth Ave, Seattle WA 98101.
4. For payment requests for Idaho, Alaska, and Washington call Jean Alexander at (206) 553-2114. For Oregon call Greg Luchey at (206) 553-2967. Any questions concerning this form, call Dennis Thurston at (206) 553-2918.
5. If EPA has any questions, we will call your Contact Person. Otherwise, your payment should be deposited within 3-5 business days of EPA receipt of this form.